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6. Whatever means of transportation is used, do not exceed restrictions on package size and weight.
 - If the U.S. Postal Service is used, the shipper is responsible for compliance with postal laws and regulations.
 - Preauthorization from the Postal Service may be needed to ship samples packed in ice.
7. Shipment of samples from hazardous waste sites must be authorized by the NWQL and must comply with Postal Service regulations.

Each shipping container (cooler or carton) must contain at least one ASR form and all samples associated with that form.

ANALYTICAL SERVICES REQUEST FORM 8.6.3

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A NWQL Analytical Services Request (ASR) form must be included with each sample. To ensure correct processing of samples, all shipments must include an ASR form that refers only to samples in that shipment. It is mandatory to identify on the form highly contaminated or potentially hazardous samples so that proper precautions can be taken at the NWQL. Mandatory information on the ASR is indicated by an asterisk.

Complete the ASR form as follows:

1. Use permanent, waterproof ink or laser-printed forms.
2. Each form must include:
 - station id or unique number
 - telephone number of study chief
 - study chief/collector's name
 - state, district/user
 - study account number
 - begin date and time

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44—BOTTOM-MATERIAL SAMPLES

- schedules and lab codes required to initiate analytical work for samples shipped with the form.
- 3. Check all ASR forms carefully for correct/current lab codes and schedules and compare with sample containers being shipped with the form. +
- 4. At the bottom of each ASR form, indicate the total number of samples being sent to NWQL with the form.
- 5. At the bottom of each ASR form, include sample-designation codes of samples sent with the form.
- 6. When shipping multiple containers, include copies of the original ASR form with the appropriate lab codes and schedules to correspond with sample containers shipped in that container.
- 7. Prevent water damage to the ASR form from melting ice.
 - Place the form inside a sealable plastic bag (doubled ziplock or whirlpack).
 - Tape the bag containing the ASR form to the inside of cooler lid with filament tape.
- 8. Be sure to keep a carbon copy of the ASR form in study files.
- 9. Indicate the appropriate Sample Medium, Analysis Status, Analysis Source, Hydrologic Condition, Sample Type, and Hydrologic Event on ASR forms if analytical results are to be stored in the USGS National Water Information System (NWIS). +

If samples might contain hazardous chemicals, note this in clear, bold letters on the comment line at the bottom of the ASR form.